



Australian Government

UEPOPS204 Maintain and utilise records

Release: 1

UEPOPS204 Maintain and utilise records

Modification History

Release 1. This is the first release of this unit of competency in the UEP Generation Training Package.

Application

This unit involves the skills and knowledge required to maintain and use recorded data. Power generation facility records are maintained and retrieved so that relevant data can be utilised, as required.

Recorded information can include transactions, historical data, personnel details, stakeholder information and compliance obligations. Records should provide evidence of meeting organisational and legal requirements.

Competency in this unit requires the ability to prepare and maintain records and retrieve and utilise records. Individuals will, in general, work as an operator, in a power generation facility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Note: Workplace practice

The application of the skills and knowledge described in this unit may require a licence or training permit to practice in the workplace where work is carried out on gas and electrical installations. Additional conditions may apply under state and territory legislative and regulatory licensing requirements.

Pre-requisite Unit

There are no prerequisite units.

Competency Field

Operations

Unit Sector

Electricity generation

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Maintain records

- 1.1** Appropriate recording tool is selected, in accordance with workplace procedures
- 1.2** Information is recorded and maintained, using document and record management system, in accordance with workplace procedures
- 1.3** Recording requirements are identified and assessed, in accordance with workplace procedures
- 1.4** Records are created, in accordance with workplace procedures
- 1.5** Records are stored, in accordance with workplace procedures

2 Retrieve and utilise records

- 2.1** Records are retrieved and utilised, in accordance with workplace procedures
- 2.2** Source of information and/or records are selected, in accordance with workplace procedures
- 2.3** Relevant information and/or records are selected, in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEPOPS204B Maintain and utilise records.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>

Assessment Requirements for UEPOPS204 Maintain and utilise records

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and includes:

- acquiring and analysing information relevant for recording
- applying Work, Health and Safety (WHS)/Occupational Health and Safety workplace (OHS) procedures including safety working practices
- archiving documents and records
- complying with legislation, industry standards, codes of practice and regulations
- creating, retrieving, storing and maintaining new and existing documents and records
- using a range of document and record management systems including:
 - Data Acquisition and Surveillance (DAS) systems
 - Supervisory Control and Data Acquisition (SCADA) systems
- utilising workplace procedures

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of:

- Data Acquisition and Surveillance (DAS) systems
- legislation, industry standards, codes of practice and regulations
- Supervisory Control and Data Acquisition (SCADA) systems
- WHS/OHS legislation and regulations including safety working practices
- workplace documentation
- workplace policies and procedures

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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